User manual

# MemoMessenger





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#### Memo

Memo is a speaking clock that helps you remember what to do. Self-recorded messages, accompanied with pre-recorded announcement of time and day, are given automatically at preset times.

Memo is developed in cooperation with users and professionals educated within the area of dementia, mental retardation, acquired brain damage and psychiatry in Norway and Sweden. Memo is developed with support from The Norwegian Research Council.

Memo can help making everyday life simpler for persons with a cognitive impairment. Those who have difficulties with planning and structuring their day, could have great help from Memo.

## Memo is delivered with

- MemoBase
- MemoGo
- Stylus (for touch screen)
- Beltbag
- Earpieces (for descrete messages)
- Stickers for alternative marking of MemoGo buttons
- Neck strap
- Power supply
- User manual

## **Description of Memo**

Memo consists of a stationary unit *MemoBase*, and a portable unit *MemoGo*. MemoGo can stay in the MemoBase all the time, or be carried along.

## MemoBase consists of:

- Touch screen that can be activated by a stylus, or the finger
- Stylus
- Docking for MemoGo (for charging and programming)

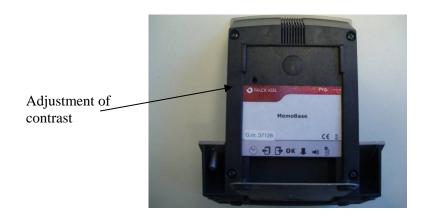




Metal plate for desktop use or wall mounting.

## **Adjustment of display contrast**

MemoBase is set for optimal contrast in production. Over time and/or by fluctuation in temperature, it can be necessary to adjust the contrast. This can be done by through a hole on the back of MemoBase.



# In- and outputs on the back of MemoBase

external vibrator and Loud-Power auxiliary speaker supply Time messages OK functions

Output for



#### MemoGo consists of:

- Buttons for different functions
- output for earpieces
- input for power supply (for charging outside the docking station)
- docking connector for MemoBase

## **Stickers**

The stickers supplied with Memo can be used for covering buttons not in use (prevent distraction). They can also be used for alternative marking of the buttons, or to change from horizontal to vertical orientation of the MemoGo.

## Ear pieces

The ear pieces can be used for discrete messages. When the ear pieces are connected, the messages will only be played here – not over the loudspeaker. This is also a way of "turning off" the MemoGo (MemoGo can also be turned off by pressing both volume keys simultaneously for two seconds – described more in detail another placed in this manual).

# **Neck strap**

The neck strap can be fastned at the tip of MemoGo.

## **Buttons on MemoGo**

Volume	Future	OK	Record memos
up	messages		*



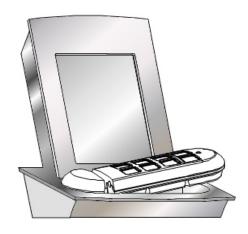
down messages		Volume down	Previous messages	Time	Replay memos
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<sup>\*</sup> These are memos recorded directly into MemoGo (similar to a dictaphone). Memos are not connected to a specific time such as messages stored when docked to MemoBase.

# **Charging of MemoGo**

MemoGo has a rechargeable battery that normally is charged by docking MemoGo in MemoBase. It can also be charged by use of the power supply that normally is plugged into MemoBase.

## How to dock MemoGo in MemoBase



Slide MemoGo carefully from right to left (see picture). Do <u>not</u> push the MemoGo vertically down in MemoBase. This can destroy the connector.

A sound will confirm correct docking. A yellow light on MemoGo will indicate that charging has started.

# Before you start using MemoGo

Please charge MemoGo for four hours before using it undocked. You may start using it while docked, however.

#### **Basic functions**

#### MemoBase without MemoGo docked

MemoBase will only present the time. No other functions is available without MemoGo being docked.

#### MemoGo when not docked

MemoGo will operate as a loud speaking clock and message presenter.

- The messages will be presented in the loudspeaker when the earpieces are disconnected.
- The messages will be presented in the ear pieces only, when they are connected.

## MemoBase with MemoGo docked

- Full access to the Messages menu and Setup menu.
- All functions available in MemoGo when not docked are also available when docked.
- The messages are presented over the loudspeaker in MemoBase, and external loudspeaker if connected.
- The output for external vibrator is activated prior to presenting a message. The vibrator in MemoGo is not activated when docked.
- The external switch inputs, at the rear of MemoBase, has the same functions as the respective keys with identical icons on MemoGo.
- A backup of MemoGo memory will be stored in MemoBase every night.
- The time is synchronized between MemoGo and MemoBase every time MemoGo is docked.

#### On/off

MemoBase is turned off by pulling out the power supply.

MemoGo is turned off by pressing *Volume up* and *Volume down* simultanliously for two seconds. This can be done both when it is docked and undocked. It is turned on again by pressing any key. When docked – the display will show the text "MemoGo is turned off".

## Low battery

When 10 % or less is remaining of the battery capacity, Memo will say; "MemoGo must be charged" every hour.

## Light on the MemoGo

MemoGo docked:

Charging: Firm yellow Fully charged: Firm green

MemoGo docked and undocked:

Recording of memos: Alternating yellow
Deleating memos Alternating yellow

#### **Sounds**

MemoGo has three different sounds of warning:

- *Ding-dong*: Preceding an announcement.
- *Pling*: When resetting a wake-up alarm, indicating "the end" of previous and future messages and indicating "the end" of recorded memos.
- *Pling-Pling*: When the charger is connected, or when MemoGo is docked.

## Adoption of MemoGo

When shipped MemoGo is adopted to its MemoBase. This means that all messages stored in MemoGo will be backed up to MemoBase (see below).

It is possible for other Memo users to have their MemoGo docked in a MemoBase not adopted, both for charging and for announcement of messages. Messages stored in MemoGo will, however, not be backed up to the "strange" MemoBase.

If one looses the MemoGo, and a new is provided, the new MemoGo can be adopted and the backup can be transferred from MemoBase.

MemoGo can be adopted by several MemoBases. If, for instance, a child lives part time with his mother and part time with his father, they can have each their MemoBase where new messages can be stored. Backup will be stored both places.

## **Backup**

A complete backup of the memory of MemoGo is stored in MemoBase every night at 2 am. If MemoGo is undocked at this time, backup is stored when MemoGo is docked the next time.

Old messages (older that yesterday) is deleated every night.

Alarms set at the time of backup will be presented.

#### **Functions for MemoGo**

#### Presentation of time

When the key marked with the "clock" symbol is pressed, MemoGo will announce time. Presentation of day, date and year will also be presented if this is set in the menu.

#### Example 1:

When analog time presentation and speech is chosen for all time functions, time is presented in the following format:

"Time is five past three. It is Thursday afternoon, fourth of June, two thousand and eight."

#### Example 2:

When digital time presentation and speech is chosen for all time functions, time is presented in the following format:

If the *OK* key is activated, announcement of time will stop.

<sup>&</sup>quot; Time is three twenty five....."

## Messages

When the time for announcement of a message occurs, the following will happen;

## Display

If MemoGo is docked, the display on MemoBase will brighten to maximum light for one minute. For repeated messages the display will be maximum lit for ten minutes, or until the message is reset with the OK button.

#### Vibrator

If MemoGo is undocked and the vibrator function is set, the vibrator in MemoGo is activated three times before the message is announced – ten seconds, five seconds and one second before the message.

# • Output for vibrator and AUX

If MemoGo is docked the output for vibrator (12VDC) is activated for ten seconds before the message is played.

The same output can <u>alternatively</u> be used for other purposes (for instance a pager). The output is Normally Open potential free (similar to a switch being activated), and is closed during the announcement of a message. The output is defined under the chapter "Technical information" at the end of the manual.

#### Sound

## - Prewarning (ding-dong)

If "Prewarning sound" is chosen, a "Ding-dong" will occure immediately before the message.

#### - Announcement of time

The time is presented directly after the "Ding-dong" sound.

## Message

The recorded message will be played after the presentation of time. It is possible to set several alarms/messages to be presented at the same time. They will be announced with five seconds pause in between.

## - External loudspeakers

It is possible to announce the messages in several rooms. You can either connect an active loudspeaker (with built-in amplifier) to the MemoBase output, or connect the output (marked with a loudspeaker symbol) to the Line-input on a stereo player. The output is a 3,5 mm stereo-jack.

If the time of a message announcement occurs while Memo is busy with another task (announcing time, storing memos etc), the task will be aborted and the message will be announced.

It is not possible to abort the announcement of a message the first time it occurs (safety reasons). If you wish to prevent the message from being announced loud, it is possible to connect the ear pieces.

# Naging (repetition of a message)

If "naging" is chosen, the message will repeat every minute ten times, or until OK is pushed. The repeated message (2nd to 10th) will be announced without time.

A repeated message cannot be stopped the first time it is announced. During the following announcements it can be stopped while the message is played by pressing OK for two seconds.

If several messages with repetition are set at the same time, only the one being announced at the moment will be reset by pressing OK for two seconds. In case the time of recorded messages with repetition set at the same time superseeds the repetition interval of 60 seconds, the repetition of the eldest messages are aborted to give room for new messages.

## Wake up alarm

If the *wake up alarm* function is chosen, the message will be repeated every 3rd minute ten times or until OK is pushed for two seconds (a "pling" will sound). The 10th message is louder than the previous.

## **Previous messages**

If the key *Previous Messages* is pressed, Memo will announce messages that have been given in the past (from now till yesterday at midnight). The announcement starts with Memo saying "Previous Messages". The last message will be played first. Every time the key is pressed (within five seconds) the message before will be played. It is not necessary to listen to the whole message before pressing the key to get the previous message.

Inactivity for five seconds will result in the newest message being played the next time *Previous Messages* is pressed.

If *OK* is pressed while playing Previous Messages, the message will be aborted.

Memo will announce day and date only the first time Previous Messages is played. If you go further back than midnight today, Memo will say "yesterday" + day + date for the first message yesterday. After that Memo will say only the time for each message.

When there are no messages left Memo will present a"Pling".

#### **Announcement of future messages**

Future messages will be announced when the key *Future Messages* in pressed. The announcement starts with Memo saying "Future Messages".

Every time the key is pressed (within five seconds) the message after will be played. It is not necessary to listen to the whole message before pressing the key to get the next message.

Inactivity for five seconds will result in the first message being played the next time *Future Messages* is pressed.

If *OK* is pressed while playing Future Messages, the message will be aborted.

Time is said in front of every message. Once for all messages on the same day, the weekday and date is said as well. *Example; Monday, May the second, half past six.* 

When there are no messages left Memo will present a "Pling".

#### Memos

As opposed to Messages *Memos* are not linked to a specific time. Also, *Memos* can be recorded without MemoGo being docked in MemoBase. In the Setup Menu you can choose if Memo should have one or ten memos. The recording time for each note is only limited by the total memory (26 minutes).

If only one note is chosen, the old note will be deleted every time a new is recorded. If ten memos are chosen, the oldest note will be deleted when note 11 is recorded.

## • Recording memos

A new note is recorded by keeping the *microphone key* pressed for two seconds. The yellow light will start blinking for as long as the recording last (as long as the key is pressed). If there are no memory space left, MemoGo will say; "The memory is full".

## Playing memos

When the *Loudspeaker Key* is pressed, stored memos will be played. The last note will be played first. You may play all recorded messages in chronological order by keeping the key pressed, or press repeatedly within five seconds of the former note being played.

Only recorded memos will be played – not the time of recording, or the number of the note.

When there are no more memos to be played, MemoGo will present a "Pling".

If *OK* is pressed when playing a note, the announcement will stop.

# Deleting memos

You may delete a note by keeping *OK* pressed for two seconds while playing the note, or within five seconds after playing it. MemoGo will blink a yellow light and say; "The message is deleted".

#### Volume

Volume is set on MemoGo by pressing the keys *Volume up* or *Volume down*. There are five steps. It is not possible to turn off the sound (safety reason). Activation of a volume key is accompanied by a sound indicating the set volume. If MemoGo is docked, the volume setting will also be presented graphically on the display.

Volume set when MemoGo is docked applies for MemoBase.

Volume set when MemoGo is undocked applies for MemoGo and ear piece.

#### **Functions for MemoBase**

#### The clock

The clock - analog or digital according to choice – is normally displayed. If you are in a setup menu, Memo will automatically return to "user mode" (presenting time) after one minute of inactivity.

The time format presented on MemoBase will follow the setting in MemoGo (even if the MemoGo is not adopted). This means that a user charging his MemoGo in a MemoBase belonging to a friend, always will have the presentation he is used to. When the MemoGo is undocked, MemoBase will return to the presentation format of the MemoGo that is adopted.

Time can be announced by pressing the clock on the display (alternatively to pressing the clock symbol on MemoGo.

## Moon symbol, time-of-day information and date

The moon symbol gives information whether it is day or night. The "time-of-day" information tells if it is morning, afternoon or night. Information of date and year can be displayed.

## Digital clock in combination with English language

If digital clock presentation with 12-hour format is chosen, the time is presented with AM/PM.

## Message indicator

When MemoGo is docked, and analog clock and *Message indicator* is chosen in the Setup Menu, all set messages will be indicated as small dots around the clock. If a marker is pressed, the message behind will be announced. The resolution is 30 minutes

If there are several messages behind a dot, they will all be presented in turn. The announcement can be aborted by another push on the dot. This will start announcement of the next message (if any). Time is announced in front of every message.

#### **Count down**

When MemoGo is docked, a count-down to the next message will be displayed if chosen in the Setup Menu. The count-down starts when it is eight hour left to the next message. It counts down 1/4 of a circle every 15 minutes.

When the time is passed, the count-down for the next message will start.

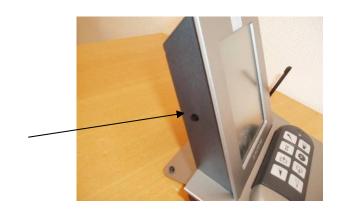
#### Lack of time information in MemoBase

If MemoBase has been left without power for a time, or if MemoBase has a poor clock battery, the time is no longer valid. MemoBase will then present the message "MemoGo must be charged".

# **Programming Memo**

Memo has two main menus – one for setting alarms/messages, and one for basic settings. All programming is done on the touch screen.

Push the button on the left hand side to enter the menus. Use the stylus to program on the screen.



Programming button

## Messages Menu

If the *programming button* is pressed for three seconds, the menu *Messages* is displayed. From this menu you have the following options:



If there are no more memory available, "MEMORY IS FULL" will be displayed.

CHECK/CHANGE is only displayed if any messages are set.

## Set single, weekly, monthly and annual message

When "set message" is chosen, the following will be displayed:









- Actual time and arrows for adjusting time
- Check boxes for NAGING and WAKE UP ALARM.
- Keys for RECORDING and CANSEL.
- For weekly messages, check boxes for each day of week is presented
- For weekly, monthly and annual messages, a key for time limitation of messages is displayed. This can be useful for instance during vacation times.

The loudspeaker key and STORE is presented only if a message is recorded.

All menus start with presenting the actual time. Time presentation is not updated during programming (the clock will be correct when leaving programming mode, though). In case the time of a message set is passed during programming, the time for the message will be set to one minute later than actual time (useful during test and demonstration).

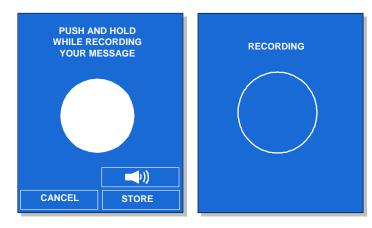
*Naging and wake up alarm* function cannot be chosen simultaneously. The last choice will override the previous.

Time is adjusted with the arrows. It is not possible to set messages earlier than the actual time. It is therefore necessary to set day before time if the wanted time is before actual time. Every key activation gives an adjustment of one unit (for instance one minute). If the key is kept pressed for more than a second, the adjustment is made 4 times a second. The minutes will then be adjusted with a factor of 10.

If there are messages already stored at a given time, this is symbolized with a bell. The symbol is displayed also if the message is deactivated, or outside a time limitation. The message can be played by hitting the symbol. If there are several messages stored at the same time, they will all be played. You can stop the present message from being played by pushing the symbol once more. The next message stored at the same time (if any) will then be played.

# Recording

When "record" (microphone symbol) is chosen a record menu is displayed.



- Large circle (push and hold).
- CANCEL to stop recording and return to the "MESSAGES" menu.
- The text "PUSH AND HOLD WHILE RECORDING" is displayed.
- The text "REMAINING MEMORY XX MIN/SEK", is displayed.

When the record symbol is activated, recording starts and a circle without filling is displayed along with the text "RECORDING". If remaining memory is used during recording, the text "MEMORY FULL" is displayed and recording is aborted. What was recorded until the memory was filled up is stored.

When recording is done, Memo returns to the "MESSAGES" menu.

If the time for a message occures while storing, checking or changing another message, Memo will announce the message without leaving the menu at hand. In case you are in the midle of recording a message, this is aborted and the message "ABORTED BECAUSE OF ANNOUNCEMENT OF MESSAGE" is displayed.

#### LISTEN TO A RECORDED MESSAGE

A key with a loudspeaker symbol is displayed when a message is recorded. You can listen to the recording by pushing this key. If you are not satisfied with the recording you may try again.

Tip: The best result is obtained by speaking in a normal voice close to the microphone that is placed in MemoGo.

## TIME LIMITATION



When this key is activated a page for setting the time frames is displayed. Time for start and stop is set to actual time.

Time limitation is normally *off* and will automatically be set to *on* when the time for start and stop is different. It is not possible to go further back in time than actual time.

When time for start and stop is set, it is still possible to override the time limitation by chosing *off* and *on*.

The key BACK will bring you to the last menu.

#### **CANCEL**

This key aborts setting of the new message and returns you to the last menu.

#### **STORE**

This key is only displayed when a message is recorded (to avoid storing a message without recording). Activation of the key stores the message and returns you to the last menu.

## Check/change message

When CHECK/CHANGE is chosen, the following menu is displayed:



- "CHECK/CHANGE" is displayed in the upper left corner.
- Actual time and arrows for changing time to a point where the search will start.
- Check boxes for setting the search criteria for single, weekly, monthly and/or annual message.
- Keys for browsing back and forth, given start time and choice of message type.
- Key for CANCEL.

• The keys DELETE, LOUDSPEAKER and CHANGE is only presented when there are a message connected to the chosen time.

The smaller arrows are used for changing time to a point where the search will start. However, it is not possible to go further back in time than the actual time (now). Time is changed by one unit for each activation. If an arrow is kept pressed for more than a second, time is changed by four units per second.

A message will be displayed with the following information:

- Type of message.
- Time limitation (if any).
- Deactivation (if any).
- In the upper right corner it will be displayed how many messages there are stored at the same time (if this is the case). For instance 1/4 means: "this is the first of four messages stored on this time".

#### DELETE

This key is only shown when a message is chosen. When the key is activated you will be asked to confirm. If the Cancel key is activated Memo will return to the previous menu.

#### LISTEN TO THE MESSAGE

The loudspeaker key will only be shown if a message is chosen. Hit the key to listen to the stored message. The message can be aborted by pressing the loudspeaker once more.

## **CANCEL**

Activation of the Cancel key brings you back to the Messages menu.

#### **CHANGE**

Activation of the Change key brings you to the Change menu which has the same functions as the Set menu.

## **Setup Menu**

If the programming button is pressed for six seconds, the menu Setup is displayed. From this menu you have the following options:



If the time for a message occurs while in the Setup menu, the message will be activated without Memo leaving the Setup menu.

From the Setup menu you have the following choices:

#### Set time

When SET TIME is chosen the following is displayed:



- "SET TIME" is presented in the upper left corner.
- Actual time and arrows for setting the time.
- Check box for choosing 12 hour format (AM/PM)
- Check box for automatic setting of daylight saving time.
- Keys for Cancel and Store.

Every key activation changes the value by one unit. If the key is kept pressed for more than one second, the values are changed by 4 units

per second.

# **CANCEL**

The key aborts the operation without changing time, and the Setup menu is presented.

#### **STORE**

This function stores the set time. Seconds are set to zero, and you will return to the Setup menu.

## To set time directly on MemoGo

It is by far much easier to set time on the display of MemoBase. See the above chapter. However, it can be useful setting the time directly on MemoGo when travelling over time zones without having the MemoBase at hand

Press and hold the *Clock key* on MemoGo for 10 seconds. MemoGo will first present the year. Year can be changed with the volume keys. Go to the next function (month) by pressing *OK*. A complete guide is presented below.

Clock key 10 sec Enters programming.

Volum up and Increases or decreases the setting and presents the value.

down:

OK: Goes to the next parameter. Ends programing after setting the

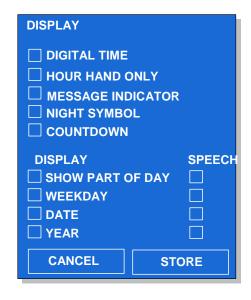
minutes.

Clock key: Ends programming without changing the values.

NOTE! If time is set forward, and there are messages set before the new time, they will not be presented.

# **Display**

In the DISPLAY menu you can choose what you want presented in "User mode".



- Digital or analog presentation of time
- Hour hand only (analog presentation)
- Marker for messages (analog presentation)
- Night symbol
- Countdown to next message
- Presentation of part of day (morning, etc)
- Weekday
- Date
- Year

You will also find check boxes for determining what you Memo give of oral time information:

- Presentation of part of day (morning, etc)
- Weekday
- Date
- Year

NOTE! It is for instance possible to have more written information than oral information presented when a message is announced or time is "asked for".

## **CANCEL**

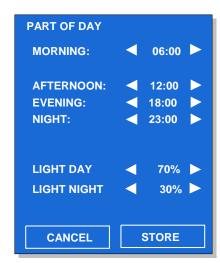
The key aborts without storing, and presents the previous menu.

#### **STORE**

The key stores the setting, and presents the previous menu.

# Part of day

This menu gives opportunity to set the time for when the different daytimes starts.



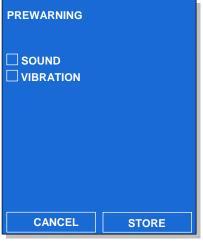
- Morning
- Afternoon
- Evening
- Night

The start times are changed in steps of half an hour. Morning (start) can be set from 4 AM to noon. Night (start) can be set from 6 PM to 2 AM.

The display backlight can be adjusted both for day and night.

# **Prewarning**

If sound and/or vibration is chosen, MemoGo will give a sound and/or a vibration



before the message is presented. If MemoGo is docked in MemoBase, the vibration will be in the external vibrator (accessory) connected to MemoBase.

#### Memos

You can choose between 1 or 10 memos.



#### **Advanced**



The Advanced menu has got these choices:

## Language



There are different models of Memo for the different countries. At the moment of writing this manual, the English version has the choice between British English human voice and synthetic voice. Both male and female.

# Adopt MemoGo

When Adopt MemoGo is chosen, MemoGo will be linked to MemoBase. The text "MemoGo is adopted" will be displayed for 5 seconds before returning to the Advanced menu again.

NOTE! MemoBase can have only one MemoGo adopted and will delete previous adoptions when a new is adopted.

NOTE! MemoGo can be adopted to many MemoBases.

## Transfer backup

MemoGo stores a backup to MamoBase every nigth at 2 AM if docked. If MemoGo is undocked at this time, backup will be taken immediately after docking.

If your MemoGo is lost or destroyed, *Transfer Backup* makes it possible to transfer the stored messages into a new MemoGo. The operation will take approximately 30 minutes.

If no backup is stored in MemoBase the message "No valid backup" will be displayed. This can happen if MemoGo is taken out of MemoBase during backup.

NOTE! This will overwrite all information in MemoGo.

NOTE! MemoGo needs to be adopted before it is possible to transfer the backup.

NOTE! Messages will not be presented during the backup transfer.

## **Calibrate Display**



If you experience an inaccurate display, it can help to calibrate it.

Hit the marker when prompted.

Preferably use the pen supplied with Memo.

# **Factory setting**

NOTE! This will delete all stored messages both in MemoGo and MemoBase!!

Factory setting will bring back the default settings, which are:

- No messages stored.
- No memos stored.
- 10 memos (as opposed to 1)
- Automatic daylight saving time
- Analog time presentation.
- 24-hour time format.
- Full display of time, time of day, weekday, date and year.
- Message marker, night symbol and countdown.
- Morning starts at 6 AM with 80 % display light.
- Night starts at 11 PM with 5 % display light.
- Prewarning sound and vibration.
- Chosen language is not affected.

## Cleaning and disposal

Memo can be cleaned with a moist cloth. It must not be dipped in any liquid. If the amplifier is discarded or battery replaced it should be disposed in a safe way or returned to your supplier.

#### Accessories

502518 External vibrator 151824 Loudspeakers 151820 Headset 620 xxx Switches

# **Teknical description**

## MemoBase:

- Weight:710g
- Measures:200x185x150 mm
- Display: 7 inches (88x116mm)

## MemoGo

- Weight:115g
- Measures:123x50x26 mm
- Memory (speech): 26 min 20 sek (incl. memos)
- Battery:3.6V LiIo 600 mAh (battery must be changed by your dealer)
- Charging time (empty battery); 4 hours
- Consumption standby; 380µA. (Gives a theoretical standby time of 2 month)
- Consumption active, medium volume: 290 mA. (Gives a theoretical speech time of 2 hours)
- Consumption active, high volume: 360 mA. (Gives a theoretical speech time of 1,5 hours)
- Power supply:12V 0.8A

## **Safety**

Abilia AS has made a complete risk analysis for the product according to NS-EN 1441 for Medical products. The product, the user manual and the technical specifications are made as a result of this document.

It is important to always have safety in mind.

In the manual it is not possible to describe all the ways that the product should not be used. If you are in doubt if the product is used correctly we recommend that you contact your supplier. Abilia AS is not responsible for any damage or loss as a result of use, wrong use, lack of support, incorrect setting or similar. Abilia AS` economical responsibility is limited to the value of the product. In particular;

- 1) Even if Memo gives messages and encourages a person to take actions, there is no guarantee that the actions in fact will be performed. Memo should not be used as the single way of giving a message if it can be of harm to anyone if the action is not performed.
- 2) A repeating message can encourage a person to perform an action several times. If this is of any risk Memo should not be used for messages about medication or similar.

Ver. 211008